

# ND-DR-4717



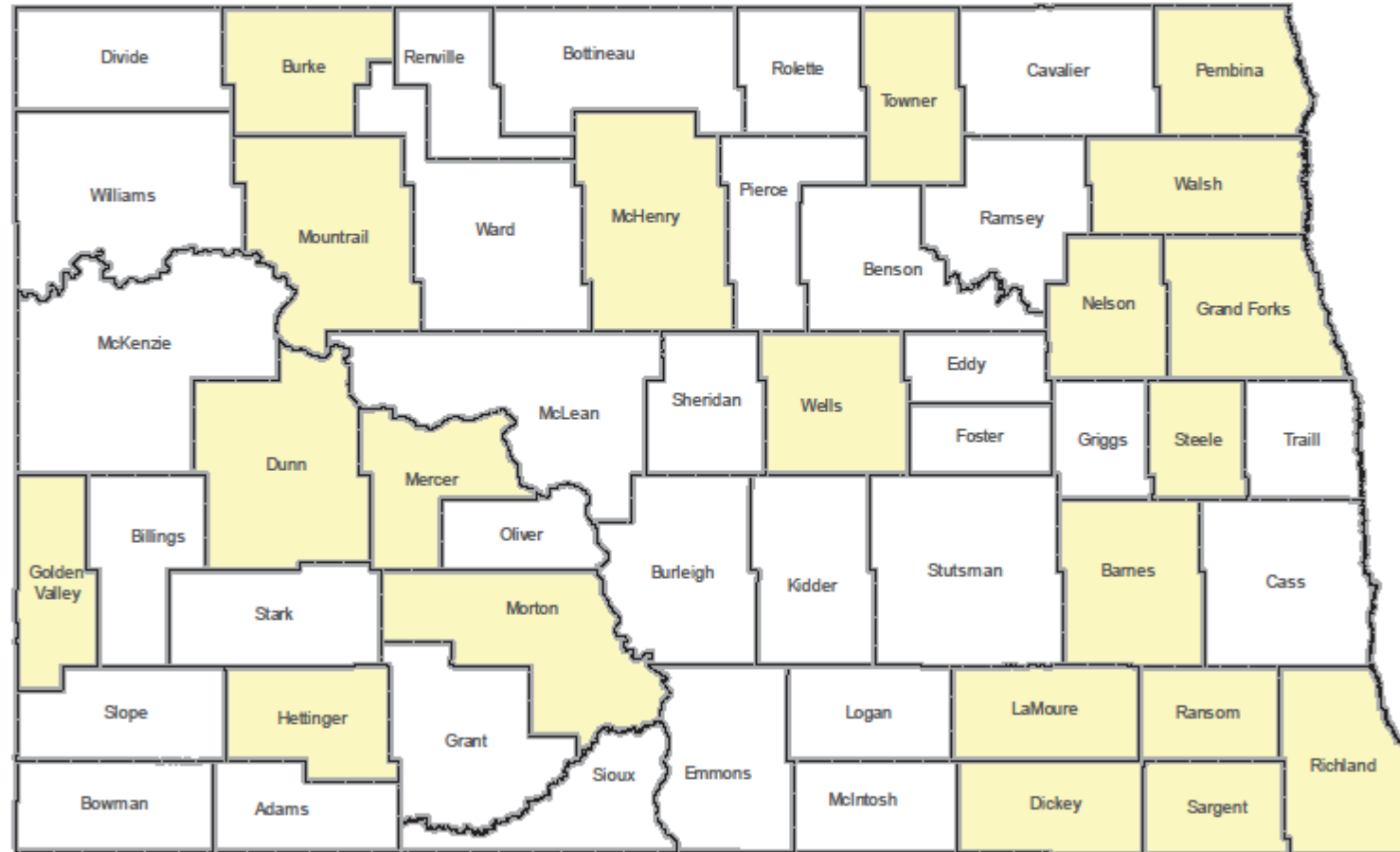
# FEMA-Disaster Recovery (DR)-4717-ND

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- Declaration Date: July 5, 2023
- Incident: Flooding
- Incident Period: April 10 to May 6, 2023
- Cost Share Percentage
  - Federal – 75%
  - State – 10%
  - Local – 15%
- Public Assistance: Assistance for emergency work and the repair or replacement of disaster-damaged facilities
- Designated Counties: Barnes, Burke, Dickey, Dunn, Golden Valley, Grand Forks, Hettinger, LaMoure, McHenry, Mercer, Morton, Mountrail, Nelson, Pembina, Ransom, Richland, Sargent, Steele, Towner, Walsh, and Wells Counties. Hazard Mitigation Grant Program: Assistance for actions taken to prevent or reduce long term risk to life and property from natural hazards
- All areas in the State of North Dakota are eligible for assistance under the Hazard Mitigation Grant Program

## North Dakota Declared Counties

### 2023 Spring Flood



# FEMA-4717-DR-ND

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## Important Deadlines:

- County and local governments, and private non-private organizations have 30 days from July 5, 2023, to file a Request for Public Assistance (RPA) with the State Public Assistance Officer. No RPAs will be accepted after deadline.
- RPA deadline: August 4, 2023.

## Project Thresholds:

- Small Projects: Under \$1,000,000.00
- Large Projects: On or above \$1,000,000.00
  - NDDES will consider single site work to be completed projects above \$200,000.00 as large projects, requiring a second review by the state once the project's work is completed.
- Minimum Small Project: On or above \$3,800.00

# FEMA-4717-DR-ND

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- **Period of Performance – Clock starts at declaration date – July 5, 2023**
  - Category A – Debris Removal
    - Deadline – January 5, 2024
  - Category B – Emergency Protective Measures
    - Deadline – January 5, 2024
  - Category C-G – Permanent Work
    - Deadline - January 5, 2025
  - Category Z – Project Management Costs
    - Deadline – 180 days after the subrecipient completes its last non-management costs PA project

# Grants Portal and Grants Manager

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- FEMA Developed Grants Portal (Applicant) and Grants Manager (FEMA)
- Cloud base software tool to develop your FEMA Project and Grants
- All projects must be reviewed within the FEMA Grants Portal/Manager at the Consolidated Resource Center (CRC)
  - Damage, description and dimensions (DDD)
  - Scope of work (SOW)
  - Costing
  - Permitting

# How This Process Starts: FEMA Grants Portal

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- Request for public assistance (RPA)
  - Required to become an official applicant under the current declared disaster
  - Request must be submitted through the FEMA Grants Portal Website
- New applicant (Those who have not been in a ND Disaster since before 2017)
  - Email invitations should have been sent to you
  - Create username and password, and complete the RPA form
  - [Support.pagrants@fema.gov](mailto:Support.pagrants@fema.gov) - Email
  - <https://grantee.fema.gov/> - Website
  - [www.sam.gov](http://www.sam.gov) – Unique Entity ID
- Current applicant can access FEMA Grants Portal and fill out RPA using current username and password
- Issues
  - Contact Nadine Jundt, Administrative Assistant NDDES
    - 701-328-8167
    - [najundt@nd.gov](mailto:najundt@nd.gov)

# How This Process Starts: Grants.des.nd.gov (CIVIX)

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- Cloud base software tool to help manage your FEMA Grants
  - Upload Supporting Documents
  - Large Project Closeouts
  - Submit Requests (Reimbursement, Closeouts, etc.)
  - Review previous requests
  - More effectively manage your FEMA grant
  - <https://grants.des.nd.gov>
- Contact Nadine Jundt, Administrative Assistant NDDES
  - 701-328-8167
  - [najundt@nd.gov](mailto:najundt@nd.gov)



# Grants Portal and CIVIX

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- All projects and support documentation will be contained within your FEMA Grants Portal profile and the grants.des.nd.gov (CIVIX) programs
  - Support documentation is stored in grants.des.nd.gov after obligation
  - Reimbursements requests and payments will still be processed through grants.des.nd.gov (CIVIX)
- Essential Elements of Information (EEI)
  - Series of questions generated, based on the type of project created
- Grants Portal is changing:
  - Time extensions module
  - Large project closeouts (TBD)
  - Large project quarterly reporting

# PA Project Phases



# FEMA-4717-DR-ND: Virtual Site Inspection

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Sites will be inspected virtually through photographs and support documentation

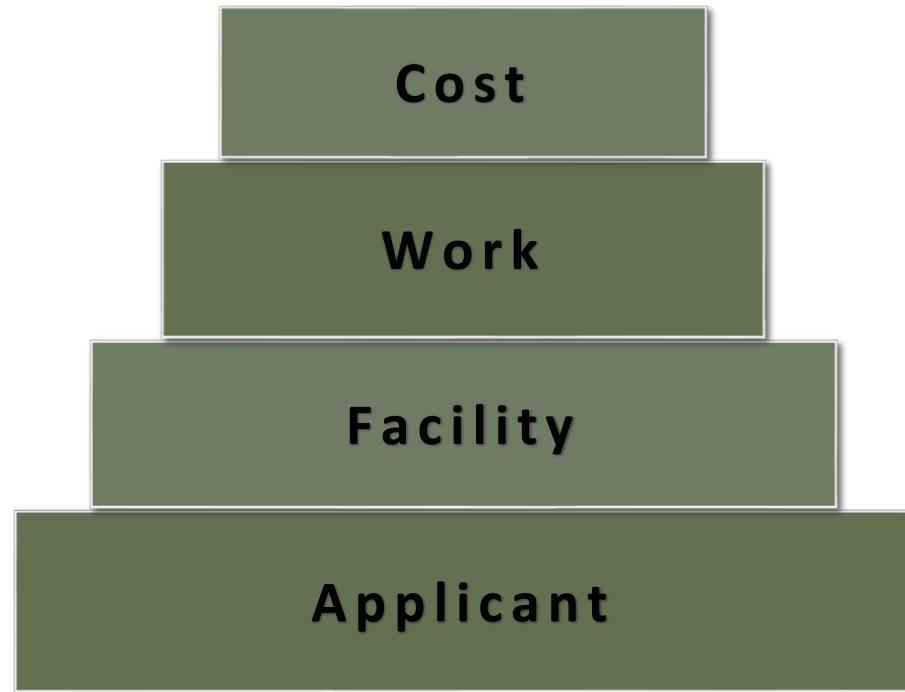
NDDES can inspect sites for the following reasons:

- Questionable sites
- Large Sites
- Discrepancies with DDDs
- Potential grade raise sites

All remaining sites will be validated through photos and the applicant's DDD

# PA Eligibility Requirements

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# Eligible Applicants

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- State and Local governments/agencies
- Counties
- Cities, towns, villages, townships
- Districts and regional authorities
- Tribal Governments
- Certain Private Non-Profit Entities

# Eligible Private Non-Profits (PNP)

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To be an eligible PNP Applicant, the PNP must show that it has

- A ruling letter from the U.S. Internal Revenue Service that was in effect as of the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code; or
- Documentation from the State substantiating it is a non-revenue producing, nonprofit entity organized or doing business under State law

A PNP's facility must be determined eligible based on the following:

- A facility that provides a critical service, which is defined as education, utility, emergency, or medical; or
- A facility that provides a noncritical, but essential social service AND provides those services to the general public

Critical PNPs: Primary or secondary education, emergency medical care, fire protection

Examples of PNP; Primary or secondary education, emergency medical care, clinics, self-care units, fire protection, rescue public broadcasting, some utilities

# Non-Critical Private Non-Profits (PNP)

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Following a Major Disaster Declaration, the U.S. Small Business Administration (SBA) can provide loans to individuals and businesses for facility restoration. For PNPs with facilities that provide noncritical, essential social services, FEMA only provides PA funding for eligible Permanent Work costs that an SBA loan will not cover for those facilities. Therefore, noncritical PNPs must also apply for a disaster loan from the SBA and receive a determination for Permanent Work on facilities that:

- Provide noncritical services; or
- Are mixed-use facilities and the eligible portion of the facility is used to provide services that are entirely noncritical.

# Eligible Facility

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- In general, a facility must be determined eligible for work to be eligible; exceptions are made for emergency work
- Building, work, system or equipment
- Owned and maintained by an eligible Applicant
- Active use at the time of the disaster (Event)
- May be an Improved and maintained natural feature
- **FACILITY MUST HAVE BEEN DAMAGED DURING THE INCIDENT PERIOD**



# Eligible Facility

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## Eligible Facilities

- Roads
- Bridges
- Lift Stations
- Water control facilities
- Buildings
- Systems such as mechanical, electrical, plumbing or components of a facility in which they operate

## Non-Eligible Facilities

- Unimproved property; hillsides, slopes, forest or natural channels
  - Exception can be made for stabilization if it threatens public safety
- Land used for agricultural purposes

# Eligible Work

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Be required as a result of a disaster incident

PA grant funding for two types of work

- Temporary emergency protective measures and debris removal; and
- Permanent restoration of damaged facilities

Work must;

- Be located within the Designated Area
- Be the legal responsibility of an eligible Applicant
- Provide permanent restoration to the **pre-disaster** condition's
  - Design
  - Function
  - Capacity

# Eligible Work

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Work completed must demonstrate that damages were caused directly by the declared incident.

FEMA does not provide PA funding for repair of damage caused by

- Deterioration
- Deferred maintenance
- Failures to take measure to protect a facility from further damage
- Negligence

When necessary to validate completed work, the applicant is required to provide

- Documentation supporting pre-disaster condition of the facility
- Photos of damages are required

# Eligible Work

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Work must bring the site back to its pre-disaster function, capacity and design

Work beyond the pre-disaster design is not eligible unless authorized by;

- Mitigation program
- Alternate project program – Must be pre-approved by NDDES and FEMA
- Improved project program – Must be pre-approved by NDDES and FEMA

# Eligible Cost

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Directly tied to the Performance of Eligible Work

Adequately documented

- Invoices
- Force Account Labor and Equipment

Reduced by all Applicable Credits (Insurance, Salvage)

Necessary and Reasonable to Accomplish the Work

Properly Documented and Compliant with Federal, State, Local Regulations,  
Procurement, Environmental, Permitting, Historic Preservation

# Determining Eligible Cost

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## Use of Historical Documentation

- Previous contracts, invoices or other documentation

## Average Costs in the area

- Weighted average pricing based off of historical bid tabulations
- Previous applicant projects

## Published unit Costs from National costs estimating databases

- Industry cost estimating resources such as RS Means, VNi Costbooks etc.
- Local Data such as NDDOT cost price listing
- FEMA cost codes

## Material Cost Sheet

# Site Tracker

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Spreadsheet used to catalogue damages from the State's Preliminary Damage Assessment (PDA)

Used to develop the DDD, SOW, GPS locations, costing, site name, percentage of completion and location  
Accuracy is essential as the site tracker sets the pace for writing your PWs

## **Develops you Damage Inventory**

- Comprehensive list of your sites
- Logical grouping of sites
- Grouped by Township and County sites
- Grouped by Category
- Grouped by environmental concerns

# Site Tracker

Applicant Name	Site Name	County/City or Township	Category	Start Latitude	Start Longitude	Stop Latitude	Stop Longitude	Culvert GPS	Description of Damage or Work	Estimated Cost	% of Work Completed
Ransom County	RmCob01	Coburn	C	46.57101	-97.63218	46.57295	-97.63218	NA	Surface Gravel washed from road area 191' x 15' x 2". Road bed eroded over area 150' x 14' x 4".	\$ 450.00	100%
Ransom County	Ranso01	County	C	46.58956	-97.25158	46.58489	-97.25158	46.58489, -97.25100	40LF x 36" CMP eroded, washed out and was damaged beyond repair. Area around culvert eroded over 10' x 30' x 6'.	\$ 2,000.00	0%
Ransom County	Ranso02	County	B	46.44204	-97.68445	46.44204	-97.68445	NA	Force Account labor monitored flooded roadways, placed road closed signs, detour signs, road underwater signs, and placed sandbags throughout Ransom County.	\$ 14,251.25	100%
Ransom County	Ranso03	County	A	46.07154	-97.82892	46.07154	-97.82892	NA	Contractor and two Force Account employees worked from 5/8/2018-5/10/2018 to remove 80 CY of vegetative debris. Debris was taken to the Valley City landfill. GPS location of landfill - 46.54231, -98.02226.	\$ 4,578.55	100%
Ransom County	RmCob02	Coburn	C	46.25502	-97.52548	46.25186	-97.52548	46.25186, -97.52401	40LF x 36" CMP eroded, washed out and was damaged beyond repair. Area around culvert eroded over 10' x 30' x 6'.	\$ 3,500.00	100%
Ransom County	RmCob03	Coburn	C	47.59863	-97.02563	47.59845	-97.02563	NA	Surface Gravel washed from road area 250 x 20' x 2".	\$ 350.00	0%



# Moving Forward

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A Program Delivery Manager (PDMG) will be assigned to you

- Documentation that you have submitted will be reviewed

Exploratory Call

- A call between you, the applicant, and the PDMG
- Discuss your specific damages, needs and expectations
- PDMG and you will set a date for your Recovery Scoping Meeting (RSM)

Recovery Scoping Meeting

- Virtual or in person meeting
- County Applicants - All Townships will be encouraged to attend
- Re-establish your specific damages, needs and expectations
- Identify any specialized projects that may need engineering expertise (Bridges, buildings, legal drains)

# Required Documentation: Maps

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## **Map:**

- All sites will require a map.
- Your map should show all your damaged sites and each damaged site will be numbered
- Site Inspectors and PDMGs will not change your site names
- Easiest when maps and site names on site tracker match

# Moving Forward: Required Documentation - Maps

**GERMAN DIRECTORY**  
CODE: AG

T-136-N				R-70-W	
64TH ST SE	42ND AVE SE	43RD AVE SE	44TH AVE SE	45TH AVE SE	46TH AVE SE
6	5	4 PERTHELY * SPITZER	3 RAMONA KIRSCHENWANN	2	1
66TH ST SE	67TH ST SE	68TH ST SE	69TH ST SE	70TH ST SE	71TH ST SE
7	8 STEVEN * KIRSCHENWANN	9 <i>LN Ger01</i>	10 CLUTIS KARSTEN *	11	12 J. MONTE WENTZ *
18 †	17	16	15	14 <i>LN Ger02</i>	13 DANIEL DAHL *
67TH ST SE	68TH ST SE	69TH ST SE	70TH ST SE	71TH ST SE	72TH ST SE
19 * * JEHU MILLER WAYNE MILLER	20 <i>LN Ger03</i>	21	22	23	24
30	29 <i>LN Ger04</i>	28 * CALVIN COPP	27	26 † * HENRY BECKER	25 †
69TH ST SE	70TH ST SE	71TH ST SE	72TH ST SE	73TH ST SE	74TH ST SE
31 JEFFREY * DEWALD	32 †	33 †	34	35	36
70TH ST SE	71TH ST SE	72TH ST SE	73TH ST SE	74TH ST SE	75TH ST SE

AZ	AH	AD	AG	AH	AV	AF
AS	AC	AE	AI	AG	AL	AL
IB	IA	EX	AN	AM	AV	AD
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GERMAN DIRECTORY  
© 1995 BY THE GERMAN-AMERICAN SOCIETY OF THE UNITED STATES

# Estimating Cost – Material Cost Sheet and Estimates

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## Cost Estimates: Work to be Completed (WTBC)

- Material Unit Cost – It is in your best interest to establish actual local costs
- The costs for material must be an in-place cost to include:
  - Material cost
  - Delivery
  - Placement
- For larger WTBC sites (\$10,000.00-\$50,000.00+) Costs must be established as reasonable
  - Seek out local quotes from multiple contactors
  - Engineer's estimates are generally acceptable by FEMA
  - Document how quotes were requested
  - Seek out 3 quotes if possible
- **DO NOT LEAVE YOURSELF SHORT ON ESTIMATES**

# Estimating Costs: Material Cost Sheet

## Material Cost Sheet

**Cost Listed below includes: Material Cost, Delivery and Placement.**

Surface gravel	\$		/CY
Pit Run Gravel	\$		/CY
Embankment Material (Clay)	\$		/CY
Field Rock	\$		/CY
Rip Rap	\$		/CY
Filter Fabric	\$		/SF
CMP/RCP/HCEP: (Specify & Size)	\$		/LF
CMP/RCP/HCEP: (Specify & Size)	\$		/LF
CMP/RCP/HCEP: (Specify & Size)	\$		/LF
Other: (Specify)	\$		/
Other: (Specify)	\$		/
Other: (Specify)	\$		/

Must include cost at the source to determine the **In-Place Cost**. Contractor quote may be used and attached to this sheet.

This form is being used to establish material costs. *I certify that the cost indicated is supported with actual cost documentation.*

Applicant:	Township	Disaster #
Applicant Agent:	Signature:	Date:
Reviewed by Program Delivery Manager:	Signature:	Date:

Form as of: 2020-05-21

# Required Documentation: Contract Work

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## **Work Completed: Contract Invoices**

- Invoices must include the following
  - Quantity of material placed
  - Identify location (Section Lines)
  - Identify site #
  - Invoice date
  - Invoice #
  - Name of Contractor
  - Equipment used to include hours
  - Date of work
- Please review your invoices for accuracy prior to submitting them to NDDES

Gowan Construction, Inc.  
PO Box 226  
Oslo, MN 56744  
(701) 699-5171



INVOICE #18298

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5626 159 DR NE  
OSLO, MN 56744

60229-1000

INVOICE DATE	CUSTOMER	PO NUMBER	TERMS	DUE DATE
5/31/2019	WALTWP		Net 30	6/30/2019
DATE	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
5/8/19 WAL 20	1	SECTION 16/21 - 57TH ST NE HR-DT16 DUMP TRUCK 3-LD DEBRIS	115.00	115.00
5/8/19 WAL 2	1	SECTION 3/10 - 59TH ST NE HR-DT16 DUMP TRUCK 1-LD DEBRIS	115.00	115.00
5/8/19 WAL 7	2	SECTION 8/9 - 158TH ST NE HRS-DT16 DUMP TRUCK	115.00	230.00
5/8/19 WAL 7	29.52	SECTION 16/21 - 57TH AVE NE TONS-LIME ROCK	17.50	516.60
5/8/19 WAL 20	1	SECTION 16/21 - 57TH AVE NE HR-DT16 DUMP TRUCK	115.00	115.00
5/8/19 WAL 10	13.89	SECTION 28/29 - 158TH ST NE TONS-LIME ROCK	17.50	243.08
5/8/19 WAL 13	1	SECTION 29/29 - 158TH ST NE HR-DT16 DUMP TRUCK	115.00	115.00
5/8/19 WAL 13	15	SECTION 4/9 - 59TH ST NE TONS-LIME ROCK	17.50	262.50
5/8/19 WAL 13	5	SECTION 4/9 - 59TH ST NE HRS-DT12 DUMP TRUCK 4-LD DEBRIS	115.00	575.00
5/8/19 WAL 20	4	SECTION 4/9 - 59TH ST NE HRS-DT12 DUMP TRUCK 4-LD DEBRIS	115.00	460.00
5/8/19	2	SECTION 3/10 - 59TH ST NE HRS-DT12 DUMP TRUCK	115.00	230.00

We impose a surcharge of 3% on the transaction amount of all credit card payments, which is not greater than our cost of acceptance.

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Moving Forward:  
Required  
Documentation –  
Contractor Invoices  
Category A

R Enterprises, Inc.

11104 88th St SE  
Oakes, ND 58474

## Invoice

Date	Invoice #
8/1/2019	1210

Bill To
Bear Creek Township c/o Wendy Johnson 11174 88th St SE Oakes, ND 58474

Ship To
Bear Creek Township c/o Wendy Johnson 11174 88th St SE Oakes, ND 58474

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Due on receipt		8/1/2019			
Quantity	Item Code	Description			Price Each	Amount
44	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #18			14.51	638.44
0	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #19 *Incomplete*			14.51	0.00
44	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #20			14.51	638.44
66	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #21			14.51	957.66
66	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #22			14.51	957.66
216	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #23			14.51	3,134.16
44	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #24			14.51	638.44
50	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #25			14.51	725.50
433	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #26			14.51	6,282.83
25	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #27			14.51	362.75
33	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #28			14.51	478.83
					<b>Total</b>	<b>\$26,872.52</b>
Phone #		E-mail				

Phone #
(701) 710-0116

E-mail
prfarm@drtol.net

Moving Forward:  
Required  
Documentation –  
Contractor Invoices  
Category C



Dakota Improvement, Inc

PO Box 409  
Oakes, ND 58474

## Invoice

Date	Invoice #
6/1/2019	34963

Bill To
Bear Creek Township c/o Wendy Johnson 11174 88th St SE Oakes, ND 58474

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
12	Pit Run Gravel 5-13 FEMA SITE #20 culverts removed and replaced damaged culverts by Charlie	4.15	49.80T
	Haul	21.00	21.00T
1	Backhoe 5-13 dig in culvert	75.00	75.00
1	Labor install culvert	35.00	35.00
2	Backhoe 5-15 dig in culvert	75.00	150.00
2	Labor install culvert	35.00	70.00
14	Labor 5-21 culvert and approach work (4 guys)(at Emie's)	35.00	490.00
1	Truck haul dirt for approach	85.00	85.00
4	Backhoe install culvert	75.00	300.00
	Material culvert and bands	3,011.16	3,011.16
2	Skidsteer install culvert	45.00	90.00
		<b>Total</b>	<b>\$4,380.50</b>

Moving Forward:  
Required  
Documentation –  
Contractor Invoices  
Category C

# Required Documentation: Force Account Labor

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## **Work Completed: Force Account (FA) Labor**

- FEMA refers to the Applicant's personnel as "force account." FEMA reimburses force account labor based on actual hourly rates plus the cost of the employee's actual fringe benefits.
- Fringe benefits include:
  - Holiday leave, accrued vacation leave, sick leave, social security matching, Medicare matching, unemployment insurance, workers compensation, retirement, health insurance, life and disability insurance, administrative leave
- Required documentation for FA Labor
  - Timesheets
  - Description of work performed
  - Hours worked
  - Dates worked
  - Names of employees
  - Site identified where work took place identified
  - Rate of pay to include fringe benefits
  - Job title
  - Personnel policy to determine OT policy and beginning of work week
- Only FA Overtime is eligible for Category B work – Some exceptions apply

# Moving Forward: Required Documentation

Work Completed: Force Account  
(FA) Labor

- FRINGE BENEFITS SHEET

APPLICANT'S BENEFITS CALCULATION WORKSHEET		
APPLICANT :		PA # :
DISASTER NUMBER :		PW # :
Hourly Rate = \$ 17.58		Overtime Rate (Hourly Rate x 1.5) = \$ 26.37
Benefits are based on EMPLOYER'S actual costs.		
FRINGE BENEFITS (by %)	REGULAR TIME (%)	OVERTIME (%)
Social Security (FICA)	6.20	6.20
Medicare	1.45	1.45
Unemployment	0.35	0.35
Worker's Compensation	5.63	5.63
Retirement	8.47	8.47
Health Benefits		
Life Insurance Benefits		
Holidays		
Annual Leave		
Sick Leave		
Military Benefits (other)		
Total (in % of salary) =	22.10	22.10
I CERTIFY THAT THE INFORMATION ABOVE WAS TRANSCRIBED FROM PAYROLL RECORDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDIT.		
CERTIFIED BY : _____		
TITLE : _____ DATE : _____		
Sample Calculations		
Social Sec.(FICA) = Set % of base hourly Rate (See payroll Clerk)		
Medicare = Set % of base hourly Rate (See payroll Clerk)		
Unemployment = Set % of base hourly Rate (See payroll Clerk)		
Worker's Comp = This % Varies by employee (See payroll Clerk)		
Retirement = This % will vary by the type of employee, ie. PERS, Law Enforcement, Fire, Lineman. (See payroll Clerk) Use <u>only</u> the percentage of salary matched by the employer.		
Health Benefits = Employers usually pay a set dollar amount per month. Example: \$150.00 per month and the employee's hourly wage is \$8.50. \$150.00 X 12 months = \$1,800.00 a year/ 2080 hours = \$0.865 per hour/ \$8.50 = 10.18 %		
Life Ins. Benefits = Some Employers may pay a set amount toward Life Insurance. This % is calculated in the same manner as the Health Benefits.		
Holidays = Count up the number of Paid Holidays in a calendar year. (Year 2002 has 11) 11 holidays X 8 hours = 88 hours/ 2080 hours = 4.23%		
Annual Leave = Public Employees get annual leave based on the number of 5 year increments of employment 1 to 10 years = 15 days, 10 to 15 years = 18 days, 15 to 20 years = 21 days & over 20 years = 24 days. 15 days X 8 hours = 120 hours/ 2080 hours = 5.77 % 18 days X 8 hours = 144 hours / 2080 hours = 6.92 % 21 days X 8 hours = 168 hours/ 2080 hours = 8.08 % 24 days X 8 hours = 192 hours / 2080 hours = 9.23 %		
Sick Leave = Public Employees get 12 days a calendar. 12 sick days X 8 hours = 96 hours / 2080 hours = 4.62 %		
Military Leave = (Add this % only to the employees that it applies too) Public employees get 15 days a calendar if they are in the Reserves or National Guard for Annual Training. 15 days X 8 hours = 120 hours / 2080 hours = 5.77 %		

# Required Documentation: Force Account Equipment

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## **Work Completed: Force Account (FA) Equipment**

- FEMA provides PA funding for the use of Applicant-owned equipment (force account equipment)
- Required documentation for FA Equipment
  - Dates used
  - Hours used
  - Detailed list of equipment to include horsepower, capacity and/or size
  - Site identified where work took place
  - Operator name
  - Equipment hours must match FA Labor Hours: Exceptions - Pumps, generators, trailers
- FEMA Rates vs. Local Rates
  - FEMA provides PA funding for equipment usage based on the lower of either the local rate or the FEMA rate.
  - Current FEMA Equipment Rates: [Schedule of Equipment Rates | FEMA.gov](#) (2021)

# Required Documentation: Rented Equipment

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## **Work Completed: Leased/Rented equipment**

- Funding is based on the terms of the rental agreement
- Rental price must not exceed the cost of purchasing and maintaining equipment
- **Required documentation for leased/rented equipment**
  - Rental Agreement
  - Invoice
  - Details of equipment rented

# Required Documentation: Materials

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## **Work Completed: Supplies/Material**

- The Cost of supplies, including materials is eligible if:
  - Purchased and justifiably needed to effectively respond to and/or recover from the incident; or
  - Taken from the Applicant's stock and used for the incident
- Items from Applicants Stock need to be tracked from their inventory withdrawal records
- Funding can be based on actual invoices
- If Invoices are not available
  - PA funding will be based on the Applicant's established method of pricing or:
  - Historical data or:
  - Prices from vendors

# Required Documentation

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**Please review all documents prior to submitting them to NDDES**

# Categories of Work

## Emergency Work (Temporary)

- Category A – Debris Removal
- Category B – Emergency Protective Measures

## Permanent Work (Permanent)

- Category C – Roads/Bridges
- Category D – Water Control Facilities
- Category E – Buildings/Equipment
- Category F – Utilities
- Category G – Parks, recreational and other facilities
- Category Z – Management costs



# Essential Elements of Information (EEIs)

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- Series of questions generated, based on the type of project created
- Questions must be answered in order to push project forward
- Questions are:
  - Category Specific
  - Work Specific
  - Cost Specific

# Category A – Emergency Work (Temporary) Debris Removal

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- Eliminates immediate threats to lives, public health and safety
- Eliminates immediate threats of significant damage to improved public or private property
- Ensures economic recovery of the affect community to the benefit of the community at large
- Debris includes but not limited to
  - Vegetative
  - Construction and demolition debris
  - Sand, mud, silt, gravel, rock
- **Applicant must provide location and GPS of debris removal to include culverts and construction material**

# Categories of work – Emergency Work

## Category A – Debris Removal

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- **Debris removal not eligible for:**
  - Federally maintained navigable channels and waterways
  - Flood control works under the authority of the Natural Resources Conservation Service (NRCS)
  - Agricultural land
  - Natural, unimproved land, such as heavily wooded areas and unused areas
- **Debris on Public Property:** Eligible for removal except in wilderness, tree claims, and other unused areas.
- **Debris on Private Property:** Ineligible under most conditions. Requires owner to move debris to right-of-way, if authorized by State/Tribal/local government. May be eligible if it presents a safety or health hazard (fire or insect infestation) to public.
- **Debris on Federal Aid Roads:** Eligible for removal only if Federal Highway Administration (FHA) doesn't claim the damages.

# Categories of work – Emergency Work Category A – Debris Removal

## **IMPORTANT - Essential Elements of Information Questions for Category A**

- Contract Work?
    - How was Contractor Procured
  - How was debris activity monitored?
  - Type of debris removed?
  - Total CY of material removed?
  - How was the quantity of debris determined?
  - How was the debris disposed?
  - Location of debris disposal to include GPS
  - Was debris reduced by burning or chipping?
  - Burning
    - What was done with the ashes?
    - Was a permit obtained? Include permit if available
    - If permit was not obtained provide explanation as to why permit was not obtained
- 
- TIP – Cannot permanently dispose of debris in a floodplain

# Categories of work – Emergency Work

## Category B – Emergency Protective Measures

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### **All “Cat B” measures must:**

- Eliminate or lessen immediate threats to lives, public health, or safety; OR
- Eliminate or lessen immediate threats of significant additional damage to improved public or private property in a cost-effective manner

### **List of Eligible Protective Measures:**

- Security, such as barricades, fencing, or law enforcement
- Setting up road closures
- Emergency access
- Flood fighting activities
- Use of temporary generators
- Evacuation and sheltering, including that provided by another State or Tribal government
- Safety inspections

# Categories of work – Emergency Work Category B – Emergency Protective Measures

## **IMPORTANT - Essential Elements of Information Questions for Category B**

- What work was accomplished?
  - What were the supplies, equipment and personnel doing?
  - Barricades
    - Describe work performed to reduce threat
  - Emergency access
    - Describe work performed to reduce threat
    - Describe how the incident damaged and/or impaired all access routes to essential community services or to a community with survivors
- TIP – You will need to describe all costs in your “DDD”

# Category B – Donated Resources

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Donated resources such as equipment, supplies, materials or labor can assist with response activities

FEMA does not provide PA funding for donated resources; however, the Applicant may use the value of donated resources to offset the non-Federal share of its eligible Emergency Work projects

The applicant may apply the offset if all the following conditions are met

- The donates resources is from a third party (a private entity or individual that is not a paid employee of the Applicant or Federal, State, Territorial, or Tribal government);
- The applicant uses resources in the performance of eligible Emergency Work
- The applicant or volunteer organization tracks the resources and work performed, including description, specific locations and hours
  - Child Labor Laws may apply – 14 years or older

Funding for Donated Resources are paid to applicants at the closure of an event

# Category B – Donated Resources

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- Cost Codes for Donated Resources
  - Volunteer Labor
  - Donated Equipment
  - Donated Materials
  - Donated Buildings or Land – Transfer of Ownership
- Current Volunteer Rate - \$27.95/hour
  - Rate is subject to change



# Categories of work – Emergency Work Category B – Donated Resources

## **IMPORTANT - Essential Elements of Information Questions for Category B – Donated Resources**

- Was the work required to lessen an immediate threat to public health and safety or improve property that existed and was damaged as a direct result of the incident?
- Donated labor, equipment, supplies/materials, or other?
  - Provide details of each individual who provided donated labor
  - Provide details of equipment and supplies/materials donated
- TIP – Donated Labor – Applicant has been directed to track all donated volunteer time using a sign in/out sheet
  - Include full name, age, address, hours worked
  - Labor rate - \$27.95

# Permanent Work – Donated Resources

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FEMA allows the Applicant to use the value of donated resources (non-cash contributions of property or services) related to eligible Emergency Work to offset the non-Federal cost share of its eligible Emergency Work projects and Direct Federal Assistance; **and to use the value of donated resources related to eligible work on a Permanent Work Project to offset the non-Federal cost share of that specific Permanent Work**

# Category C-Roads and Bridges – Permanent Work

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- Eligible components of roads and bridges
  - Surfaces, bases, shoulders, ditches, drainage (culverts), low water crossing
  - Decking, guardrails, girders, pavement, abutments, piers, wing walls
- Furnish site dimensions (Length x Width x Depth) for damage areas/volumes
  - Surface gravel washed over area 150' x 18' x 2"
  - **Maximum dept of gravel is 3"**

# Categories of work – Permanent Work

## Category C – Roads, Culverts and Bridges

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- Loss of gravel must be evident. Potholes and minor rutted surfaces are not eligible. Frost Boils and Heaves are not eligible
- Routine maintenance is not eligible. Potholes and surface ruts normally are maintenance items. Rusted culverts is a routine maintenance item.
- Loss of paving surface is eligible. Alligator cracked surface is a sign of normal deterioration and is not eligible.
- Permanent Work to restore roads and bridges is eligible unless restoration is under the specific authority of another Federal Agency such as Federal Highway Association (FHWA). FHWA has authority to restore public roads under the Emergency Relief (ER) Program.
- Culverts - Replace in kind unless enlargement is cost effective and a hydraulic study supports the proposed size.

# Maintenance Records – Category C

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- FEMA requires maintenance records to demonstrate that the facility was regularly maintained and in good operational order prior to the incident
- Applicant must provide maintenance records or documentation establishing a routine maintenance program
- Applicant can provide a written statement as to how roads are maintained
  - Statement may need to be Township specific
  - Roads – Statement from applicant on how roads are maintained
    - Example: Township – Black Township does not have a written maintenance policy for roads. A process is in place for any repairs or maintenance issues. Contractors are hired to make any repairs to damaged road. All roads are bladed 2-3 times a year.
    - Example: County – White County does not have a written maintenance policy for roads. County makes repairs to damaged roads as needed. Roads and culverts are inspected and maintained by County employees throughout each season.
  - Bridges – Bridge reports
    - All bridges over 20' in length are required to have periodical bridge inspections and reports

# Procurement Policy – Category C

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- Contract Work – Applicants are required to provide an explanation as to how contracts were procured
  - Examples:
    - Local hires were used.
    - Used local contractors available to complete work.
    - Estimates were requested from contractors. Bids attached.
    - White County advertised using sealed bids. Bids were reviewed and lowest bidder was awarded contract.
- If available procurement policies need to be submitted into Grants Portal at the “Event Level”

# Components of a Gravel Road

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- **Surface:** Surface Gravel (CL5) crushed/screened, fines, etc. The upper most road layer
- **Roadbed:** Gravel (CL13), pit run, scoria, shale, etc. Base for surface
- **Road base:** Embankment, clay, Large rocks 6"+, etc. The bottom-most layer
- **Shoulder:** Embankment, clay, etc. Non-sloped portion adjacent to gravel road (1'-2'width)
- **Inslope:** Embankment, clay, etc. Sloped portion of road where shoulder ends
- **Culvert:** Corrugated Metal Pipe (CMP), Reinforced Concrete Pipe (RCP), Polyethylene Pipe (PEP), box/precast culvert, etc. Shape may be circular, arched, box or bridge

# Components of a Road

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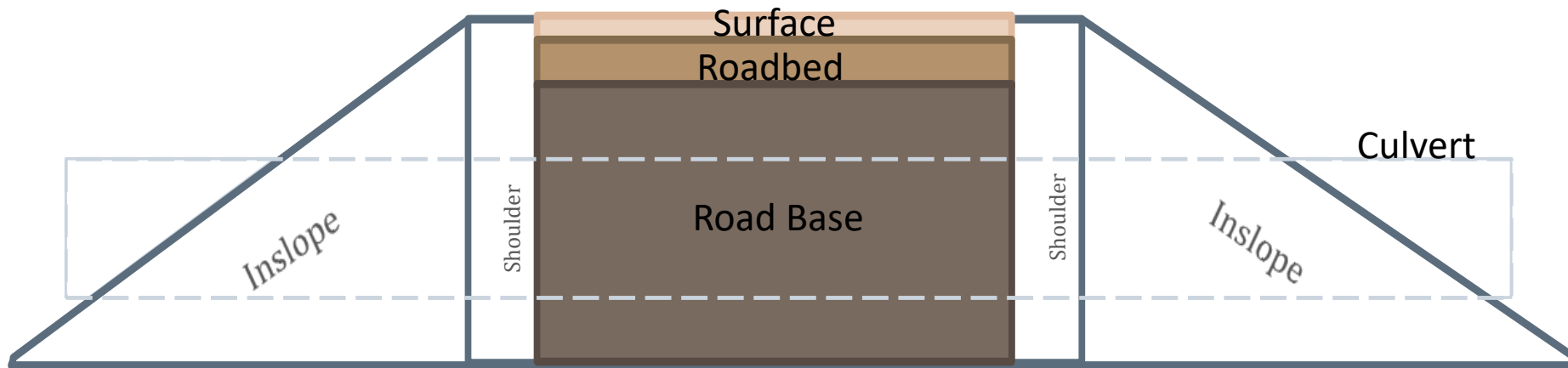
Surface – Gravel, Scoria

Roadbed – Pit Run, Clay

Road Base – Embankment

Shoulder – Embankment

Inslope - Embankment





# Material Source – SHPO and NDDOT

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- Updated Material Source [State Historical Preservation Office (SHPO) Material source , NDDOT Material Source]
  - SHPO – Needs to be updated annually
  - NDDOT – Does not need to be updated
  - Identify invoices in relation to the Material Source
  - Identify GPS location of SHPO or NDDOT material source

# NDDOT Material Source Certificate of Approval

**LM-1002**



Pit Name:

SW S. 11 T. 133 N, R 61 W

County: LaMoure

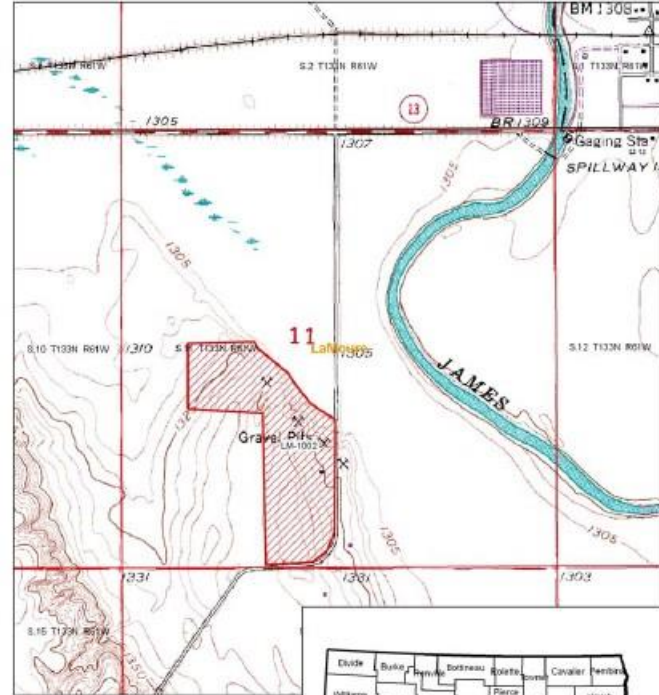
Conditions:

46.34535 -98.31711

This location is approved for use, provided all avoidance areas shown on the map are avoided, and any Conditions listed above are complied with. NDDOT advises that all applicants (contractors or their representatives) may be subject to meeting certain legal responsibilities pursuant to one or more of the following authorities administered by the USFWS: Migratory Bird Treaty Act (MBTA) (16 U.S.C. 703 et seq.); Endangered Species Act (ESA) (16 U.S.C. 1531 et seq.); and Bald and Golden Eagle Protection Act (BGEPA) (16 U.S.C. 668-668d, 54 Stat. 250). It is unclear at this time what effects, if any, material source activities may have on plants, fish, and/or wildlife species protected by the above-mentioned Acts. It is the responsibility of the applicants and/or any individual conducting activities at any approved site to fulfill the requirements of these Acts.

This approval does not imply landowner permission to acquire material at this location. An agreement with the landowner is still necessary. The contractor will be responsible for any impacts to wetlands, including permitting those impacts and mitigating the loss of the wetlands. As with all projects, if cultural artifacts and/or features (e.g., stone tools, fire hearths, stone circles, burials) are encountered, provisions outlined in Section 107.04 of the Standard Specifications for Road and Bridge Construction shall be followed.

If you have any questions regarding material sources please email [materialsource@nd.gov](mailto:materialsource@nd.gov)



NDSHPO Material Borrow Location Compliance Form for Federal Emergency Management Administration (FEMA) projects (return to SHPO)

Whenever possible we strongly encourage the use of previously approved existing borrow locations.

Name \_\_\_\_\_ e-mail: \_\_\_\_\_  
Entity: \_\_\_\_\_ Office phone \_\_\_\_\_  
Address: \_\_\_\_\_ Cell phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date: \_\_\_\_\_ NDSHPO Ref.: \_\_\_\_\_ FEMA DECLARATION NUMBER (REQUIRED) \_\_\_\_\_  
SHPO APPROVAL DENOTES COMPLIANCE ONLY WITH CULTURAL RESOURCE REQUIREMENTS. APPLICANT MUST ALSO COMPLY WITH ALL OTHER ENVIRONMENTAL LAWS, e.g., CLEAN WATER, ESA, WETLANDS, F&W EASEMENT REQUIREMENTS.

Borrow Source Type: \_\_\_\_\_  
Legal Location: County \_\_\_\_\_  
T \_\_\_\_\_ N; R \_\_\_\_\_ W; Sec. \_\_\_\_\_  
Quarter Section: \_\_\_\_\_  
Latitude/Longitude \_\_\_\_\_

Proposed Borrow size (acres):

Existing pit? ☐ Y / ☐ N  
Previously Surveyed Borrow Location? ☐ Y / ☐ N  
Previous Emergency Borrow Location? ☐ Y / ☐ N  
Previous NDSHPO Ref:

SHPO Compliance Determination of Effect:  
\_\_\_\_\_ If consulted by FEMA, we would concur with a “No Historic Properties Affected” determination provided the project is of the nature stated and it takes place in the location stated and depicted in the project documentation  
\_\_\_\_\_ Cultural Resources Survey Needed \_\_\_\_\_ Avoidance—DO NOT USE

[for] North Dakota State Historic Preservation Officer \_\_\_\_\_ Date \_\_\_\_\_

Disclaimer: This approval is for current year FEMA emergency projects in North Dakota only. It does not constitute approval for ND Department of Transportation/Federal Highway Administration (NDDOT/FHWA) projects. Any pits used for emergency projects that also are to be used for NDDOT/FHWA projects must be approved by the NDDOT Environmental & Transportation Services Division and must have a NDDOT Certificate of Approval for use on the NDDOT/FHWA project. This review is for cultural resources only and does not constitute review or approval for reimbursement by any state or federal agency.

# Emergency Material Borrow Compliance Form (SHPO)

# Inundated Road

Roads that are completely submerged and are designated in a closed basin



# Category C - Roads and Bridges – Inundated Roads – FEMA Current Guidance

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- Inundated roads may be eligible for an emergency grade raise/alternate route or a permanent grade raise/alternate route if certain criteria are met
  - The roadway is fully inundated and provides sole access to a primary residence and there is no alternate route to accommodate emergency vehicles
  - The submerge section of road causes and unreasonably long detour that creates a threat to human life and safety
  - The submerged section of road is in a designated basin area;
  - The basin flooding is directly attributed to the declared major disaster event and does not represent the culmination of multiple meteorological events that have caused excessive run-off into the basin over an extended period of time; and
  - The basin flooding results in long-term loss of use of critical routes.
  - Information to support the basin flooding was directly attributed to the declared major disaster event and the long-term loss of use of critical routes.
  - Information showing that the water elevation in the basin has reached historically high levels; that the rise in the water level occurred during the designated incident period; historic water level elevation and rainfall intensity records; and/or maintenance reports or other information that provides some historical perspective on events and water levels within the basin.
  - For long-term loss of use of critical routes: Information demonstrating the length of time the roadway has been closed to traffic and is projected to remain closed to traffic based on the basin water level elevations that occurred as a direct result of the declared major disaster event.

# Category C - Roads and Bridges – Inundated Roads

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- The applicant can conduct an emergency grade raise without consulting NDDES if the inundated road meets all grade raise criteria
  - Please contact NDDES immediately if they have a potential emergency grade raise to make sure the site meets the criteria
  - It is in your best interest to contact the US Army Corps. of Engineers, State Historical Preservation Office, Floodplain Manager and the ND Department of Health before emergency construction begins
  - Applicants should also seek out quotes for emergency grade raises if time allows
- Emergency grade raise should be built to a standard that would support an emergency vehicle

# Category C - Roads and Bridges – Inundated Roads

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- Applicants must consult NDDES/FEMA and get prior approval for any permanent grade raise
- Permanent Grade Raises will require the following support documentation and engineering analysis
  - An engineer or hydrologist certification that the water impacting the inundated roadway will not be going down for a significant period of time
  - A scope of work for the grade raise with the road height justified by an engineer
  - An engineer or hydrologist's determination of how large the equalization pipe in this road should be, how many pipes might be needed, and where in the road should they be placed.
  - An engineer's verification that the road needs to be armored to ensure it maintains its form and function



# Photos of Damaged Sites: Culverts





# Photos of Damaged Sites: Culverts



Photos of  
Damaged Sites:  
Culverts - More  
Evidence Required





# Photos of Damaged Sites: Culverts – More Evidence Required



# Photos of Damaged Sites: Culverts



# Categories of Work – Permanent Work Category C – Roads, Culverts and Bridges

- **IMPORTANT – Tips and Essential Elements of Information Questions for Category C – Roads, Culverts and Bridges**
- Photos
  - Extremely important when completing your work prior to site inspection
  - Label your photos
  - Make sure your photos capture entire site and specific damages
- Emergency Road work is only considered an emergency when the work completed is “Temporary Work”
  - If Emergency road work is not removed, then it is considered permanent work under Category C

# Category D – Permanent Work -Water Control Facilities

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- Water control facilities are those facilities built for the following purposes
  - Channel alignment, recreation, navigation, land reclamation, irrigation, maintenance of fish and wildlife habitat, interior drainage, erosion prevention, flood control and storm water management
- These include
  - Dams and reservoirs, permanent levees and floodwalls, canals, aqueducts, sediment and debris basins, irrigation facilities, pumping facilities
- Seeding and Sodding: Normally not eligible. May be eligible in highly erodible areas that have been disturbed. FEMA Region VIII guidance is for slope 2:1 or greater.

# Categories of work – Permanent Work Category D – Water Control Facilities

## **IMPORTANT - Essential Elements of Information Questions for Category D – Water Control Facilities**

- Provide the year the facility was built
- Provide the location of the facility
- Describe the condition and use of the facility prior to the declared event
- Describe how the facility was maintained prior to the declared event
- Describe the specific damage the declared event caused to the facility
- Describe the work performed to restore the damaged facility, to include specific dimensions and materials

# Categories of work – Permanent Work

## Category E – Public Buildings and Equipment

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- **Buildings include:**
  - All structural and non-structural components, including mechanical, electrical, and plumbing systems
  - Contents and equipment within the building
  - Furnishings
- **Equipment include:**
  - Vehicles
  - Construction equipment
- **Building Restoration:** Buildings are to be restored on the basis of pre-disaster design, capacity and function, in accordance with current applicable codes and standards.
- **Building Replacement:** If the estimated repair damages are 50% or greater than the replacement cost, the facility may be eligible for replacement.
- **Building Relocation:** If the building is totally destroyed by a flood, then relocation from the floodplain must be considered.
- **Use and Occupancy:** Buildings must be in use prior to disaster. If only part of the building was occupied at the time of the disaster, then replacement may be made at the reduced size.



# Categories of work – Permanent Work Category E – Building and Equipment

## **IMPORTANT - Essential Elements of Information Questions for Category E – Building and Equipment**

- Does the facility have insurance?
- Prior to the disaster, was the facility under construction or scheduled for repair/replacement?
- Be aware of your codes and standards for repairs
  - Codes and standards MAY be an eligible cost

# Categories of Work – Permanent Work

## Category F – Utilities

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- **Utilities include:**

- Water storage facilities, treatment plants, and delivery systems
- Power generation, transmission, and distribution facilities, including, but not limited to, wind turbines, generators, substations, and power lines
- Natural gas transmission and distribution facilities
- Sewage collection systems and treatment plants
- Communication systems

# Categories of work – Permanent Work Category F – Utilities

## **IMPORTANT - Essential Elements of Information Questions for Category F – Utilities**

- Be aware of your codes and standards for repairs
  - Codes and standards MAY be an eligible cost
- Prior to the disaster, was the facility under construction or scheduled for repair/replacement?
- Does the facility have insurance?
- Utility pole and line disposal location are required to include GPS location
- Utility pole size and type required

# Category G – Parks, Recreational, Other

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- Eligible publicly owned facilities in this category include
  - Parks
  - Playground equipment
  - Boat docks
  - Shelters
  - Park equipment
  - Other facilities that do not fit in Categories C-F
- Be aware that multiple categories of work can be placed in Category G
  - Roads
  - Debris
  - Utilities

# Categories of work – Permanent Work Category G – Parks, Recreational Facilities and Other

## **IMPORTANT - Essential Elements of Information Questions and tips for Category G – Parks, Recreational Facilities and Other**

- Contract Work?
  - Which Types of contacts were used?
  - How was the contract procured?
- Parks Recreation?
  - Describe the condition and use of the facility prior to the declared event?
  - Describe how the facility was maintained
- Many parks are located in Floodplains
  - Permanent storage/disposal of debris in a floodplain is not eligible

# Category Z – Project Management Costs

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- FEMA provides contributions for management costs based on actual costs incurred up to 5% of the subrecipient's total project award amount
- FEMA writes category Z Project Worksheet
- Activities eligible for management costs
  - PDA, Meetings regarding the PA Program, Site Inspections, Travel Expenses & Preparing small and large projects
- The subrecipient may claim management costs incurred up to whichever of the following occurs first
  - **180 days after the subrecipient completes its last non-management costs PA project or**
  - 180 days after the latest performance period of the subrecipient's non-management costs PA project or
  - Two years from the date of an Emergency Declarations or
  - Eight years from the date of the Major Disaster Declaration

# Category Z – Project Management Costs

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- Once all projects for an applicant are obligated your PDMG will write the category Z project management costs PW
- Applicant will have to choose estimated cost or actual cost for their category Z
- **Actual** – Good for small applicants with 100% work completed projects
  - Costs are based on applicant's actual final costs
  - Costs cannot exceed 5% of total obligated projects
  - Costs must be based from support documentation consistent with force account labor, equipment and material
- **Estimated** – Good for large applicants with standard and 100% work completed projects
  - Costs are based on 5% of total obligated projects
- You must request in writing if you choose not to claim a project management cost project

# Category Z – Project Management Costs - Estimated

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- Applicant must create a reimbursement request for estimated project management costs from the [grants.des.nd.gov](https://grants.des.nd.gov) website (CIVIX)
- Reimbursement requests must include supporting documentation
- Support Documentation Requirements
  - An explanation of work performed with a representative of daily logs/activity reports
    - Activities must be related to eligible projects
    - Documentation to support incurred costs for project management
      - Rate of pay to include benefits
      - Hours worked
  - Documentation to substantiate the necessity of any claimed office supplies, equipment, or space



## Category Z – Direct Project Management Costs

- Applicants should keep track of their costs to justify their need for management costs assistance
- Provide cost estimates
  - Time sheets
  - Applicant benefit calculations
  - Rate of pay
  - Receipts
  - List of activities

# Codes and Standards

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- FEMA provides PA funding to restore facilities based on pre-disaster design and function in conformity with current applicable codes, specifications, and standards. The Applicant needs to provide documentation to support the eligibility of code or standard upgrades, including, but not limited to, the requirement to apply the codes or standards and to support they were formally adopted, implemented, and uniformly applied. (PAPPG pg. 145)
- Eligible Criteria
  - Applies to the type of restoration required;
  - Is appropriate to the pre-disaster use of the facility;
  - Is reasonable, in writing, formally adopted by the SLTT government, and implemented by the Applicant on or before the declaration date, OR is a legal Federal requirement;
  - Applies uniformly; and
  - Was enforced during the time it was in effect.

# Engineering and Design Projects (A&E's)

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- An applicant may not have the funding to identify damages or develop a complicated DDD and SOW as long as it can be determined that the facility was damaged by the event.
  - Small schools with limited budgets
  - Small cities
  - Historical societies
- Applicant can request an Engineering and Design project that is only written to fund the development of the DDD and SOW
- Project is typically based off an engineer's estimate
- Project will be written in the same category as the damages are classified
- Once funding is made available to the applicant and damage is identified, the applicant can request a version to be made to their project

## Previously Damaged Sites

DR-4475

DR-4553

DR-4565

DR-4613

DR-4660

- Please identify these site to your PDMG
- Your PDMG will have to determine what was awarded in the previous event and deduct the CY from your current estimate if the work has not been completed

# Mutual Aid

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When an Applicant does not have sufficient resources to respond to an incident, it may request resources from another jurisdiction through a “mutual aid” agreement. FEMA refers to the entity requesting resources as the Requesting Entity. FEMA refers to the entity providing the requested resource as the Providing Entity.

The Requesting Entity or State, if applicable, must provide a description of the services requested and received, along with documentation of associated costs (e.g., labor, equipment, supplies, or materials) to FEMA in support of a request for PA funding.

# Insurance Requirements

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- Applicant must submit copies of all insurance documents to include:
  - Insurance policy with all data
  - Declarations
  - Endorsements
  - Exclusions
  - Schedules and other attachments or statements of loss
  - Any other documentation describing the covered items and insurance proceeds available for those items
- Insurance review is especially important in Categories D, E, F & G
- **Upload insurance documents into FEMA Grants Portal at the “Event” level**

# PA Alternative Procedures Pilot Program – Permanent Work

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- Allows applicants to claim all subaward costs, including Hazard Mitigation, on an alternative project.
- Allows applicant to use excess funds
- Only applies to large projects
- Must develop fixed estimate subaward within 18 months of the declaration date

# Procurement

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- Applicants must comply with Federal procurement standards as a condition of receiving PA funding for contract costs for eligible work
- Must comply with the most stringent policy between Federal, State and Local procurement procedures
- Applicants are responsible for establishing “Reasonable Costs” **AT ALL TIMES**
- Reasonable Costs are established by:
  - Seeking multiple quotes &
  - Establish local market costs &
  - Establishing in-place costs
- FEMA Procurement Disaster Assistance Team Field Manual can be found under the [grants.des.nd.gov](https://grants.des.nd.gov) Public Assistance Section
- See P. 77-85, Section A-D of the Public Assistance Program and Policy for additional procurement guidance



# Procurement - State Standards

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## Public Improvement - N.D.C.C. Chapter 48-01.2

<http://www.legis.nd.gov/cencode/t48c01-2.html>

- \$200,000 threshold for bidding. \$200,000 threshold for procuring plans, drawings, specifications from an architect or engineer
  - Must advertise by publishing 3 consecutive weeks at least 21 days before the bid opening.
  - Emergency exception N.D.C.C. § 48-01.2-04
- 
- **NDDES recommends that all large projects are competitively advertised and bid**

# Procurement Purchasing - State Standards

EFFECTIVE JULY 1, 2018		
Purchase Price	Competition Requirement	Documentation Maintenance Requirements
<b>LEVEL 1</b> <b>Less than \$10,000</b>	At least one fair and reasonable quote.  Note: Equipment and software must be added to inventory if \$5,000 or greater. (N.D.C.C. § <a href="#">54-27-21</a> )	Alternate Procurement form not required if multiple quotes not solicited.
<b>LEVEL 2</b> <b>At least \$10,000 but less than \$50,000</b>	Solicit informal quotes/bids or proposals from at least three vendors, or post on SPO Online with appropriate state Bidders List. May send to additional vendors.	Documentation is required.  Alternate Procurement form required if competition not solicited from at least three vendors.  The form is not required if fewer than three bids or proposals are received.
<b>LEVEL 3</b> <b>At least \$50,000 but less than \$100,000</b>	Solicit informal bids or proposals using SPO Online with appropriate state Bidders List. May send to additional vendors.	Documentation is required.  Alternate Procurement form required if: Competition is not solicited. SPO Online is not used.
<b>LEVEL 4</b> <b>\$100,000 and over</b>	Must be purchased using formal sealed bids or Request for Proposal (RFP). Solicitations must be posted using SPO Online with appropriate state Bidders List. May send to additional vendors.	Documentation is required.  Alternate Procurement form required if:  Competition is not solicited. SPO Online is not used.

# Procurement - Federal Standards

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## Micro Purchases

- Procurement by micro-purchase is the acquisition of supplies, property, or services where the aggregate dollar amount does not exceed the micro-purchase threshold.
- The federal micro-purchase threshold is \$10,000.00

## Procurement by Small Purchases

- Procurement by small purchase procedures is a relatively simple and informal procurement method for securing services, supplies, or property that **does not exceed the simplified acquisition threshold**. The simplified acquisition threshold is \$250,000 as of June 2018.
- Sealed bids are required for any service, supplies or property exceeding \$250,000.00

# Responsibility of Another Federal Entity

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Emergency repair of a facility is ineligible if another Federal agency has the specific authority to provide assistance for the facility (even if the repair is temporary) such as for:

- Federal-Aid highways – Federal Highway Administration (FHWA); or
- Flood control works – U.S. Army Corps of Engineers and National Resources Conservation Service.

Permanent Work to restore roads and bridges is eligible unless restoration is under the specific authority of another Federal Agency such as Federal Highway Administration.

- FHWA has authority to restore public roads under the Emergency Relief (ER) Program. Roads that are eligible for ER assistance are identified as Federal-aid routes, which include highways on the Federal-aid highway system and all other public roads not classified as local roads or rural minor collectors.

# Duplication of Benefits

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FEMA is legally prohibited from duplicating benefits from other sources. If the Applicant receives funding from another source for the same work that FEMA funded, FEMA reduces the eligible cost or de-obligates funding to prevent a duplication of benefits.

If the Applicant receives funds from another Federal agency for the same purpose as PA funding, it is a duplication of benefits. FEMA cannot duplicate funds provided by another Federal agency.

Local share cannot be funded from a Federal source.

# Facility Scheduled for Repair or Replacement

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- Facilities that are not yet under contract but are scheduled for repair or replacement using non-Federal funds are eligible provided that the claimed damage did not exist prior to the incident (FEMA may review procurement and contract documents to validate).
- If damage existed prior to the incident, only the repair of damage caused by the incident is eligible.
- A facility scheduled for replacement within 12 months of the start of the incident period using Federal funds is ineligible.

# Record Retention – Small Projects

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- Small Projects: Under \$1,000,000.00
- Record Keeping - Work Completed and Work to be Completed Projects
  - Copies of invoices must be kept to show that the SOW has been completed; and or
  - Copies of Force Account records to show that the SOW has been completed
  - Keep copies of proof of payments to your contractors
    - Cancelled Checks
    - Warrants
  - Permitting records must be retained for environmental compliance
  - Procurement records
  - Records of any insurance proceeds

North Dakota Department of Emergency Services - Cost Summary							
Declaration No.			Project #	Damage Inventory #		Category	
FEMA-	DR 4553	ND	123	456		C	
Applicant:				County:			
Benson County				Benson			
Township/City:							
White							
Total Cost							
ITEM	CODE	NARRATIVE		QUANTITY	UOM	UNIT PRICE	COST
		WORK COMPLETED					
	9007	Labor (Force Account)		1	LS	0.00	\$ -
	9008	Equipment (Force Account)		1	LS	0.00	\$ -
	9009	Material (Stock/Purchase)		1	LS	0.00	\$ -
	9001	Contract Costs		1	LS	0.00	\$ -
	9004	Rented Equipment		1	LS	0.00	\$ -
		WORK TO BE COMPLETED					
	3011	ASC		160	CY	10.00	\$ 1,600.00
	3016	Pit Run		86	CY	15.00	\$ 1,290.00
	3021	Embankment		74	CY	10.00	\$ 740.00
	3092	Haul		0	Cy/Mi	0.05	\$ -
	3341	Culvert S&R		0	LF	5.00	\$ -
	3353	CMP (F&I)		0	LF	6.00	\$ -
	3063	Grading (General)		0	SY	7.00	\$ -
	4118	Geotextile Seperation Fabric		0	SY	8.00	\$ -
	3021	Embankment/Inslope		0	CY	9.00	\$ -
	4070	Rip Rap (Dumped)		0	CY	10.00	\$ -
	3111	Bituminous Concrete Overlay		0	CY	11.00	\$ -
Total Cost							\$ 3,630.00
Certified By			Title		Date		





SMALL SITE CONSOLIDATION SHEET																				SSCS 3						
APPLICANT			Project #										Damage Inventory #							Disaster #						
Benson County			123										456							DR 4553						
Township/City										Category																
White										C																
Site Name	3021		Embankment/Inslope					3092		4070		Rip Rap (Dumped)				3092		3111		Bituminous Concrete Overlay				CUMULATIVE TOTAL		
	Length	Width	Cubic Yards			Total	Cost	Amount	M.	CY*M	Length	Width	Cubic Yards		Total	Cost	Amount	M.	CY*M	Length	Width	Depth	Total		Cost	Amount
	1				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	300.00
	2				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	625.00
	3				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	370.00
	4				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	2,215.00
	5				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	120.00
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.30	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00	0.00	\$	-
	0				1.00	0	9.00	0.00	0	0				0	10.00	0.00	0	0				0	11.00			

12/10/2020

## FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

10:47:00

### RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project PA-08-ND-4500-PW-00071

Title: 154974 - NDDIS COVID-19 1-7-2020

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#### NEPA DETERMINATION

Non Compliant Flag: No

EA Draft Date:

EA Final Date:

EA Public Notice Date:

EA Fonsi

Level: STATEX

EIS Notice of Intent

EIS ROD Date:

Comment Applicant: ND Dept of Emergency Services - Emergency Protective Measures, Category B. 100% complete. Streamlined Project Application. Activities the Applicant conducted or will conduct:  
Management, control, and reduction of immediate threats to public health and safety  
¿Emergency operations center activities  
¿Facility disinfection  
¿Technical assistance on emergency management  
¿Dissemination of information to the public to provide warnings and guidance  
¿Pre-positioning or movement of supplies, equipment, or other resources

# Record Retention – Small Projects

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- All small, work to be completed projects require a self-certification review to validate that the subrecipient has completed the original, or amended, scope of work (SOW) for each FEMA approved Project Worksheet that has been classified as a small project
- Once a subrecipient provides notification that all small projects have been completed or the period of performance has expired, NDDES will conduct the small project compliance self-certification
  - Applicants will have 60 days to complete the self-certification process
  - Non-compliance of small project worksheets may be subject to de-obligation
- NDDES reserves the right to do a more extensive compliance review, as needed, or as directed by the ND Director of Homeland Security or the ND Disaster Recovery Chief

# Record Retention - Grant Funding – Small Projects

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- Small project funding will be paid at obligation
- You will receive email notification from [grants.des.nd.gov](https://grants.des.nd.gov) when your projects are obligated
  - The email will provide you a link where you can view your project and the supporting documentation
- Federal funding is released to the State or Recipient
  - A second email will follow once the funding has been transferred to your account
  - The Recipient then forwards the Federal and State funding to the applicant or sub-recipient
- Funding must be placed in a noninterest bearing account
- Highly recommended to keep funding in its own account
- Funding must be trackable

# Record Retention – Large Projects

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- Large Projects: On or above \$1,000,000.00 or single site work to be completed sites \$200,000.00 or greater.
- All large projects are subject to an additional State and Federal review after obligation, and after the completion of all work and proof of payments have been made
- Record Retention
  - Copies of invoices must be kept to show that the SOW has been completed; and or
  - Copies of Force Account records to show that the SOW has been completed
  - Keep copies of proof of payments to your contractors
    - Cancelled Checks
    - Warrants
  - Permitting records must be retained for environmental compliance
  - Records of any insurance proceeds
  - Explanation of overruns/underruns exceeding 15%

# Record Retention – Large Projects

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- Record Retention (Continued)
  - Copies of Contracts
    - Contracts must be signed
    - Contracts must be enforced
  - Copies of change orders
  - Procurement records
    - Must comply with the most stringent policy between Federal, State and Local procurement procedures
    - Applicants are responsible for establishing “Reasonable Costs” **AT ALL TIMES**
    - Local Procurement Policy
    - Including procurement process for Engineering and Design
  - Copies of all proofs of payment for work completed

# Record Retention – Large Projects

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- The Subrecipient must provide documentation to support the actual costs within **90 days** of work completion.
- *“**Work Completion Date** is the date the Applicant completes all work associated with the approved SOW including meeting all compliance requirements. It does not include invoice payments, warranty periods, or grant management activities (e.g., compiling and submitting documentation, financial reconciliation, requesting payment, etc.).”*



# Record Retention - Grant Funding – Large Projects

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- No Federal or State funding is paid upon obligation
- Federal funding can be paid once NDDES has completed the large project closeout review
  - State share funding will be paid once FEMA has reviewed and closed the project
- A portion of the Federal funding can be paid if the applicant can demonstrate the following has been completed;
  - Procurement policy has been followed
  - EHP requirement met
  - SOW requirements met
  - Proof of payment for work completed
  - Must request funding through ND Grants (CIVIX)
- Non-compliance with Large Project closeout guidelines may result in de-obligation of funding

# Record Retention – Obligation

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**You will receive an email from [grants.des.nd.gov](https://grants.des.nd.gov) once your project is obligated**

Project Version – When completed PW goes to the applicant.

Attached to the Version for the Project Worksheet (PW) referenced above is a copy of the obligated Project Worksheet (PW) and P.2 Grant report, under the documents in the lower right hand corner, which denotes FEMA's determination of approved funding for work performed as a result of the above referenced disaster. Please logon to [\[\[ObjectLink\]\]](#) to review the P.2 and eligible amount of the PW. Please keep copies of the P.2 and PW for your records.

Should you disagree with FEMA's determination, you may elect to file an appeal in accordance with 44 CFR §206.206. The appeal must be filed to the North Dakota Dept. of Emergency Services (Recipient) within 60 calendar days of receipt of this correspondence. The appeal must include the amount in question, documented justification that supports your position, and the provisions in Federal law, regulation, and/or policy with which the initial action was inconsistent.

Reimbursement for large projects must be requested by the Subrecipient at [www.{{SiteName}}](#) by submitting a Request for Reimbursement (RFR). Small project reimbursement will be processed by the Recipient upon obligation, subject to funding authority. Throughout the grant management process, subrecipients can utilize [www.{{SiteName}}](#) to review PW status, submit PW related requests and review payments in progress. For further details on the payment process, please visit [www.{{SiteName}}](#) or review the subrecipient agreement.

# Project #212: Project Version #0

Routing Complete



Issue Advance

More

- Summary
- Manage
- Cost Lines
- Notes
- Documents
- Workflow
- History

**Details**

Sequence #:	0
Ref #:	155716
Bundle #:	212
Package #:	215
Obligated Date:	January 20, 2022
Eligibility Status:	Eligible
PW Notification:	< no value >
Eligible Amount:	\$728,254.92
Cost Share Flag:	No
Federal Amount:	\$728,254.92 (100.00%)
Admin Amount:	\$0.00
Work Complete %:	0%
Is Donated Resources:	No

**Workflow Summary**

Current Step:	4) Complete	
Description:	Routing Complete	
Recipients:	Nadine Jundt	
Last Advanced:	Feb 10, 2022 at 8:23 AM by Brent Kahl	138 days ago
Last Note Added:	Feb 10, 2022 at 8:23 AM by Brent Kahl	138 days ago
Submission:	Jan 21, 2022 at 10:18 AM by System Admin	158 days ago

**Grant**

4553 Flooding  
Public Assistance  
Declared: July 9, 2020  
Emergency Deadline: December 9, 2020  
Permanent Deadline: January 9, 2022  
CFDA Number: 97.036

**Applicant**

ND Dept Of Emergency Services  
County Jurisdiction: Statewide Statewide  
County  
UE:  
FIPS: 000-UGSDX-00  
FEIN #: 45-0309704  
Vendor # (Applicant): 1806  
DUNS #: 098144905 Type: State Agency  
(Agency)  
Physical/Mailing: PO Box 5511  
Bismarck, ND, 58504

**Project**

F #212  
155716 - DR-4553 - NDEES Estimated  
Project Management C  
Z State Management Costs  
Work Deadline: January 9, 2022  
Eligible: \$728,254.92 (L)  
Federal: \$728,254.92 (100%)  
Un-Expended Eligible: \$728,254.92

## Notes & Comments

Add Note

## Uploaded Documents

Add Document



# Record Retention – Payment

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**You will receive an email from grants.des.nd.gov once your project's funding is processed**

This is a confirmation that a payment is being processed for the following project(s): [[Project List]]

Please reference the following link to review your payment and obtain a copy of the payment invoice and associated documents:

[[Item Link]]

## Payment Timeline

- All payments will be direct deposited, or live check mailed, within ten (10) business days of this email. A copy of the ACH or live check will be available once the payment has been completed.

# Project #40: Payable #2

Rouling Complete



More

- Summary
- Transactions
- Advanced Edit
- Notes
- Documents
- Workflow
- History

Details	
Total Funds:	\$18,202.88
Federal Funds:	\$18,202.88 Transaction #: n/a
Local Funds:	\$0.00
Project Count:	1 Project
Payment Batch:	Payment Batch #

Workflow Summary	
Current Step:	7) Paid (Complete) Description: Payment has been made to the Applicant & Drawdown # and Drawdown Date has been entered.
Recipients:	Nadine Jundt
Last Advanced:	Sep 25, 2015 at 1:54 PM by Nadine Jundt 2469 days ago
Last Modified:	Oct 26, 2015 at 10:19 AM by Nadine Jundt 2438 days ago
Submission:	Sep 25, 2015 at 12:15 PM by Nadine Jundt 2469 days ago

Grant

4128 SEVERE STORMS AND FLOODING  
Public Assistance  
Declared: July 12, 2013  
Emergency Deadline: January 12, 2014  
Permanent Deadline: January 12, 2015  
CFDA Number: 97.036

Applicant

ND Dept Of Emergency Services  
County Jurisdiction: Statewide Statewide  
County  
UEI:  
FIPS: 000-UGSDX-00  
FEIN #: 45-0309764  
Vendor # (Applicant): 1866  
DUNS #: 098144905 Type: State Agency (Agency)  
Physical/Mailing: PO Box 5511  
Bismarck, ND, 58504

Project

F #40  
NDDDES1B - Emergency Protective Measures  
B Emergency Protective Measures  
Work Deadline: January 12, 2014  
Eligible: \$24,270.50 (S)  
Federal: \$18,202.88 (75%)  
Un-Expended Eligible: \$0.00  
Closed: May 22, 2019

Notes & Comments

Add Note

There are currently no notes.

Document Templates

> Invoice



# FEMA-4717-DR-ND: Risk Assessment Rating

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Subgrant Agreement: Signed prior to initial funding

As required by 2 CFR § 200.331 NDDDES will complete a Financial Assistance Recipient Risk Assessment rating form for every subrecipient receiving an award to evaluate their potential risk of non-compliance.

Low Risk:

For a subrecipient receiving a score of 7-11, no conditions or restrictions will be imposed upon the subrecipient.

Medium Risk:

For a subrecipient receiving a score of 12-16, the following conditions or restrictions may be imposed:

- More frequent/detailed programmatic and financial monitoring.
- More detailed financial reports;

# FEMA-4717-DR-ND: Risk Assessment Rating

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## High Risk:

For a subrecipient receiving a score of 17-21, the following conditions or restrictions may be imposed:

- Payments will be made on a reimbursement basis only.
- Withholding authority to proceed to the next phase of a project until proof of acceptable performance within a given funding period is provided.
- Require additional, more detailed financial reports;
- Require additional project monitoring;
- Require the subrecipient to obtain technical or management assistance; or
- Establish additional prior approvals.

# FEMA-4717-DR-ND: Risk Assessment Rating

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## Activities Elevating Risk Levels

- Knowingly claiming damages that occurred outside of the incident period
- Knowingly requesting damaged elements that did not exist prior to the event
  - Culverts and culvert elements that were never present
  - Material that was not present during the incident period
- Knowingly claiming damages that are not owned and maintained by your entity
- Knowingly claiming damages to a facility that is not active at the time of the event
- Mismanagement of funding
- Not supplying support documentation within a reasonable time



# FEMA-4717-DR-ND: Mitigation Webinar

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- Gravel Road and Legal Drain Mitigation Training August 3<sup>rd</sup>, 2023 – 11:00 AM Central – 30-45 min.

# FEMA-4717-DR-ND: Public Assistance Program and Policy Guide

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- Link to the PAPPG:
- [Public Assistance Program and Policy Guide Version 4 \(fema.gov\)](#)

# Training Guides, Videos and Slides

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**Grants.des.nd.gov**

[Public Assistance - grants.des.nd.gov](https://grants.des.nd.gov)

Applicant PA Training Video – 3/31/2022

Township Handout

Recovery Transition Meeting – Applicant Handout

Large Project Closeout – Applicant Handout

Documentation and Disaster Preparation Training Video – 4/3/2023

ND Site Tracker Guidance

ND Site Tracker Template

Public Assistance Program and Policy Guide

Green Sheet

# Important Dates

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- **Request for Public Assistance – Due within 30 days of the respective area being designated in the declaration**
  - Date: August 4, 2023
- **Exploratory Call – Due within 7 days of PDMG Assignment**
  - Date: July 31 – August 14, 2023 initial PDMG assignments
- **Recovery Scoping Meeting – Due within 21 days of PDMG Assignment**
  - Date: August 20 – August 27, 2023 initial PDMG assignments

# Important Dates

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- **Work Completion Dates – Clock starts at declaration date – February 5, 2023**
  - Category A – Debris Removal
    - Deadline – January 5, 2024
  - Category B – Emergency Protective Measures
    - Deadline – January 5, 2024
  - Category C-G – Permanent Work
    - Deadline – January 5, 2025
  - Category Z – Project Management Costs
    - Deadline – 180 days after the subrecipient completes its last non-management costs PA project

# Important Dates

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- **Work Completion Dates – Clock starts at declaration date – February 5, 2023**
  - Time extensions can be granted by the state
    - Category A & B – State can grant an additional 6-month time extension
    - Category C-G – State can grant an additional 30 months of time extensions
    - FEMA can grant additional time extensions case by case
    - You will be notified by the FEMA Grants Portal 90, 60 and 30 days from any activity completion deadline date
- **Signed Damage Inventory: Identify and Report Damage**
  - Date: 60 days from your recovery scoping meeting
  - After this date you will not be able to identify damages

# Important Dates

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- **Work Completion Dates**

- Once work on a project is 100% complete, the Applicant must submit documentation for the project within 90 days of the Recovery Scoping Meeting or within 90 days of the work completion date, whichever is later, regardless of whether the project has been obligated. FEMA makes its eligibility determination and processes the project based on the documentation received within the 90-day deadline.

# FEMA-4717-DR

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- North Dakota Department of Emergency Services (NDDDES) Division of Homeland Security
  - Darin Hanson – Director of Homeland Security
  - Justin P. Messner – Disaster Recover Chief [jmessner@nd.gov](mailto:jmessner@nd.gov)
  - Brent Kahl – Public Assistance Officer – 701-328-8186 [bmkahl@nd.gov](mailto:bmkahl@nd.gov)
  - Gerald Miller – Task Force Lead – 701-328-8279 [gmiller@nd.gov](mailto:gmiller@nd.gov)
- NDDDES Mailing Address
  - PO Box 5511
  - Bismarck, ND 58506-5511
  - Phone: 701.328.8100
  - Fax: 701.328.8181
  - Email: [nddes@nd.gov](mailto:nddes@nd.gov)



# Environmental Historical Preservation

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INITIAL PUBLIC NOTICE

GREEN SHEET

FLOODPLAIN GUIDANCE

CLEAN WATER ACT

# Environmental Historical Preservation: Green Sheet

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Please identify any potential environmental concerns or challenges and discuss these with our environmental staff as soon as possible.

Mary Brillante – [Mary.Brillante@fema.dhs.gov](mailto:Mary.Brillante@fema.dhs.gov)

# Environmental Historical Preservation: Green Sheet

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Clean Water Act: Nationwide Permit or 401/404 Permit

Actions requiring permits include any repair, construction, demolition, dredging or filling in any part of the surface water tributaries or systems

Point of Contact: United States Army Corps of Engineers (USACE)

# Environmental Historical Preservation: Green Sheet

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## **Threatened and Endangered Species:**

Under the Endangered Species Act, projects that might affect threatened or endangered species and their habitats must be coordinated to avoid impact. All counties in North Dakota have at least one T&E species.

FEMA will coordinate with US Fish and Wildlife Service

## **Migratory Bird Treaty Act and Bald and Golden Eagle Protection Act:**

The Migratory Bird Treaty Act stipulates protection for not only migratory birds, but also for habitats and environments necessary for the birds' survival. The Bald and Golden Eagle Protection Act provides special rules to protect these species and their nesting areas, especially during the nesting season.

# Environmental Historical Preservation: Green Sheet

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## **Executive Order 12898 on Environmental Justice (EJ):**

Executive Order 12898 on Environmental Justice directs each federal agency to avoid disproportionately high and adverse human health or environmental effects to low-income and minority populations. EJ is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

# Environmental Historical Preservation: Green Sheet

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## **Debris Disposal and Hazardous Materials**

For any debris removal projects, applicants must follow the disposal guidance provided by the North Dakota Department of Environmental Quality (DEQ). Different types of debris must be separated and disposed of accordingly, such as sediment, vegetative, white goods and construction and demolition (C&D). No agency contact, approval, or permits are needed to take solid waste debris to a licensed landfill.

Permanent disposal locations are required

# Environmental Historical Preservation: Green Sheet

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## **Historic Preservation and Tribal Relations: National Historic Preservation Act**

Any proposed project which alters a previously undisturbed area, even within a right-of-way, must be reviewed by FEMA and the State Historic Preservation Office (SHPO) or Tribal Historical Preservation Office (THPO) for archeological concerns

Work near or around bodies of water

Work near or around known sensitive areas

# Environmental Historical Preservation: Green Sheet

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## **Executive Order 11988 Floodplain Management: Permit issued by local floodplain manager**

The applicant is responsible for coordinating with their local floodplain manager for any projects located within a floodplain.

Staging of debris or equipment in the floodplain must be avoided

Final debris disposal in the floodplain is not permitted.



# Environmental Historical Preservation: Green Sheet

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# Environmental Historical Preservation: Green Sheet

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## **Executive Order 11990 Protection of Wetlands:**

FEMA reviews all projects that have the potential to affect wetlands to consider alternatives and limit potential damage if an activity affecting a wetland cannot be avoided.

## Contacts – Federal and State

FEMA Region VIII – EHP  
Mary Brillante, 4717-ND – EHP Advisor  
Cell: 256-343-8797  
[Mary.Brillante@fema.dhs.gov](mailto:Mary.Brillante@fema.dhs.gov)

Charlie Bello, EHP Advisor  
Cell: 720-245-1400  
[Charles.Bello@fema.dhs.gov](mailto:Charles.Bello@fema.dhs.gov)

US Army Corps of Engineers  
Jason Renschler, North Dakota Regulatory Project  
Manager [Jason.J.Renschler@usace.army.mil](mailto:Jason.J.Renschler@usace.army.mil) Office: 701-255-0015 ext. 2010.

DNR Water Resources Division <https://www.swc.nd.gov/thedwr/contactus.html> Main  
Line: 701-328-2750

State Historic Preservation Office  
Lisa Steckler  
[Lsteckler@nd.gov](mailto:Lsteckler@nd.gov)  
Office: 701-328-3577

FEMA Region VIII– Floodplain Matt Buddie, FFRMS Coordinator Cell: 303-842-4710

[Matthew.Buddie@fema.dhs.gov](mailto:Matthew.Buddie@fema.dhs.gov)

Laura Stahnke, Senior Floodplain Specialist  
Cell: 720-327-9703  
[Laura.Stahnke@fema.dhs.gov](mailto:Laura.Stahnke@fema.dhs.gov)

Projects in the Floodplain  
For permits regarding work in the floodplain contact your local FP administrator. A list can be found at: [https://www.swc.nd.gov/pdfs/floodplain\\_admin.pdf](https://www.swc.nd.gov/pdfs/floodplain_admin.pdf)

North Dakota Department of Environmental Quality (DEQ)  
<https://deq.nd.gov/ContactUs.aspx>  
Main Line: 701-328-5150

North Dakota DEQ - Air Quality  
Liz Trythall  
[Ektrythall@nd.gov](mailto:Ektrythall@nd.gov)  
Office: 701-328-5153

# Environmental Historical Preservation

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Floodplain Development Permit for local Floodplain Administrator

State Regulatory Program: [Department of Water Resources \(nd.gov\)](http://nd.gov)

**Tyler Spomer, ND Dept. of Water Resources**

1200 Memorial Hwy., Bismarck, ND 58504

- [701-328-2750](tel:701-328-2750)
- [tlspomer@nd.gov](mailto:tlspomer@nd.gov)
- [swc.nd.gov](http://swc.nd.gov)



# 404 Hazard Mitigation Assistance

- **Consists of three (3) Federal Hazard Mitigation Programs**
- **Hazard Mitigation Grant Program (HMGP)**
  - Available to a State after receiving a Federal Disaster Declaration
    - Budget equals 15% of disaster related expenses (20% if State has Enhanced Mitigation Plan)
  - Can fund Regular, Planning, and 5% Initiative Fund Projects
  - Federal Share 75%, State Share 10%, Local Share 15%



# HMA - Continued

- **Building Resilient Infrastructure and Communities(BRIC formerly PDM) and Flood Mitigation Assistance (FMA)**
  - Nationally Competitive
  - Opened Annually
  - BRIC Funded through FEMA
  - FMA Funded through National Flood Insurance Program (NFIP)
  - Federal Share 75%, Local Share 25%



# HMA - Continued

- **Highly Successful in North Dakota**
- **Since 1997:**
  - HMGP – 333 Projects Totaling \$236,289,024
  - PDM – 90 Projects Totaling \$36,125,922
  - FMA – 3 Projects Totaling \$12,595,643
- **Grand Totals:**
  - 426 Projects Completed in the State of North Dakota
  - \$285,010,590 in Grant Funds



# Eligible Activities

- Acquisition/Demolition
- Structure Elevation
- Dry Floodproofing
- Localized Flood Risk Reduction
- Structural Retrofitting
- Wind Retrofit
- Soil Stabilization
- Post-Disaster Code Enforcement
- Planning Projects
- Acquisition/Relocation
- Mitigation Reconstruction
- Generators
- Non-Localized Flood Risk Reduction
- Non-Structural Retrofitting
- Infrastructure Retrofit
- Wildfire Mitigation
- Advance Assistance
- Miscellaneous/Other





## Contact Information:

**Todd Joersz**

**State Hazard Mitigation Officer (SHMO)**

**Email: [tjoersz@nd.gov](mailto:tjoersz@nd.gov)**

**Telephone**

**701-328-8261**